

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

881028-03

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Education Office of Evaluation and Personnel Development, Personnel Development Division Teacher Recruitment Office 1858 Twin Towers East, Atlanta, GA. 30334	Application Number	89-034
Application Number		Date Received MAY 10 1989	Date Completed JUN 12 1989
2. Person to Contact Linda Jordan		Working Title Coordinator	Telephone Number 656-4339
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1980		5. Records Series Title (followed by title used in office, if different) to date Teacher Recruitment Job Fairs Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Personnel Development Division is responsible for providing financial and technical assistance to local school systems and post-secondary institutions in the area of staff development, teacher education and recruitment. This division promotes research, development and dissemination of new and innovative materials and procedures for staff development programs, teacher education and recruitment. The Teacher Recruitment Unit was established to assist Georgia public school systems in recruiting qualified teachers. This responsibility is met by three major services: 1. Vacancy Posting Service, 2. Available Personnel Files and 3. Job Fairs. Standard G-10-QBE requires that each system post vacancies with Teacher Recruitment in writing at least once each year. Teachers may obtain the vacancies posted when they are registered with Teacher Recruitment. Teachers may be placed in the Available Personnel File by filling out a Personnel Data Form and submitting it to Teacher Recruitment. The Available Personnel File is set up by subject or teaching field and lists of available teachers are supplied to systems upon request. During peak employment months Teacher Recruitment sponsors job fairs in various locations in the state.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Notifying 1500 colleges and universities nation-wide, plus local school systems and individual teachers of annual Job Fairs and coordinating registration for teachers and recruiters, sponsoring the Job Fairs at various locations and summarizing data from Evaluation Forms. Included are: Notifications of Annual Job Fairs, Pre-registration Forms and Late Registration Forms for Teachers, Pre-Registration Forms for Recruiters, Evaluation Forms and Job Fair Summary Reports and related correspondence.			
File is arranged: Chronologically by Calendar Year, thereunder by Job Fair Location			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>as needed</u> ; Seven to twelve months old <u>as needed</u> ; Thirteen to twenty-four months old <u>seldom</u> ; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1/4</u> ; Shelves _____; Other (specify) _____ Current Total Accumulation: <u>1/3 Lateral File Drawer (approx. 1 cu ft)</u>			

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Annual Report (Record Copy archived by Office Head - Schedule 82-82)
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept: Administrative Need:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------------------|
| a. State Law | _____ years. | d. Audit period | Annual Reports - 5 Years |
| b. Statute of limitation | _____ years. | e. Administrative need | Remainder of Files - 1 Year |
| c. Federal law | _____ years. | f. Federal retention instructions | *(Above) _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.
Registration and Evaluation Forms are needed by Teacher Recruitment in order to prepare Summary Reports. Summary Reports are used to prepare an Annual Report and in comparing Job Fairs from one year to the next.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

* See Instructions Below.

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

* Pre-Registration Forms, Late Registration Forms and Evaluation Forms and Notifications:
Cut off at the end of each Calendar Year; then Hold in the Current Files Area for One Month; then Destroy.

** Annual Summary Report: Cut off at the end of each Calendar Year; then Hold in Current Files Area for 5 years; then Destroy.

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These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	10-25-88	<i>[Signature]</i>	10/25/88
881028-03		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		Date	
89-034		State Auditor/Designee	<i>[Signature]</i> 6/1/89
		Secretary of State/Designee	<i>[Signature]</i> 6/5/89
		Governor/Designee	<i>[Signature]</i> 6/7/89
		Attorney General/Designee	<i>[Signature]</i>